

United States Army Student Detachment

Student Out-Processing (CONUS)

SOLDIER INFORMATION

Last Name, First Name	Rank	PCS Location: Report date: Requested Leave date:
<input type="checkbox"/> TDY Enroute Location: Start Date:		

ADMINISTRATION CHECKLIST

DOCUMENTS NEEDED IF PCSing CONUS:

☐ (DA 31) Request and Authority for Leave (Leave Form)

IMPORTANT: If you were issued a CAC Card Reader it must be returned prior to out-processing USASD (Within 30 days of completing your course of study/training.)

OPTIONAL FORMS

THESE ITEMS MUST BE SUBMITTED NO LESS THAN 10 DAYS PRIOR TO YOUR SIGN OUT DATE. IF FORMS ARE RECEIVED AFTER THE 10 DAYS PRIOR FORMS WILL BE RETURNED WITHOUT ACTION, IAW DFAS STANDARDS.

- ☐ PCS Advance Request Form
- ☐ DD Form 2560-Advance Pay Request

↓ FOR USE BY USASD PERSONNEL ONLY ↓

DATE SENT SM NOTIFICATION:

GRAD DATE:

REMARKS:

REQUEST AND AUTHORITY FOR LEAVE

This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10.
The proponent agency is DCS, G-1. (See instructions on reverse.)

1. CONTROL NUMBER

PART I

2. NAME (Last, First, Middle Initial)

3. SSN

4. RANK

5. DATE

6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.)

7. TYPE OF LEAVE

☐

ORDINARY

☐

EMERGENCY

☐

PERMISSIVE TDY

☒

OTHER

PCS

8. ORGN, STATION, AND PHONE NO.

9. NUMBER DAYS LEAVE

a. ACCRUED

b. REQUESTED

c. ADVANCED

d. EXCESS

10. DATES

a. FROM

b. TO

11. SIGNATURE OF REQUESTOR

12. SUPERVISOR RECOMMENDATION/SIGNATURE

☐

APPROVAL

☐

DISAPPROVAL

13. SIGNATURE AND TITLE OF APPROVING AUTHORITY

14.

DEPARTURE

a. DATE

b. TIME

c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY

15.

EXTENSION

a. NUMBER DAYS

b. DATE APPROVED

c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY

16.

RETURN

a. DATE

b. TIME

c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY

17. REMARKS

Chargeable leave is from

to

PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL

18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.

(APOE) for

19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:

For return military travel reservations in CONUS call the MAC Passenger Reservation Center
Should you require other assistance call PAP:

(PRC):

20. DEPARTED UNIT

21. ARRIVED APOD

22. ARRIVED APOE (return only)

23. ARRIVED HOME UNIT

24.

PART III - DEPENDENT TRAVEL AUTHORIZATION25. ☐ (Space available or required cash reimbursable)☐

ONE WAY

☐

ROUND TRIP

☐ (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25**DEPENDENT INFORMATION**

a. DEPENDENTS

(Last name, First, MI)

b. RELATIONSHIP

c. DATES OF BIRTH (Children)

d. PASSPORT NUMBER

PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION

26. DESIGNATION AND LOCATION OF HEADQUARTERS

27. ACCOUNTING CITATION

28. DATE ISSUED

29. TRAVEL ORDER NUMBER

30. ORDER AUTHORIZING OFFICIAL

(Title and signature) OR AUTHENTICATION

PRIVACY ACT STATEMENT

AUTHORITY: Title 5, USC, Section 301.

PRINCIPAL PURPOSE(S): To authorize military leave, document start and stop of such leave; record address and telephone number where a Soldier may be contacted in case of an emergency during leave; and certify leave days chargeable to a Soldier's leave account.

ROUTINE USES: To update a Soldier's military leave and pay records. Information furnished may be disclosed to DOD officials or employees who need this information to perform their duties; to federal, state, and local law enforcement authorities in appropriate cases; the American Red Cross; and relatives. The social security number is used for positive identification.

DISCLOSURE: Voluntary. Disclosure of SSN is voluntary. However, this form will not be processed without a Soldier's SSN, since the Army identifies members by SSN for pay or leave purposes.

INSTRUCTIONS TO INDIVIDUAL

1. **AUTHORITY FOR LEAVE.** A Soldier on leave must carry this form while on leave.
2. **CHANGES.** A Soldier who desires changes in authorized leave or does not begin leave on schedule will notify commander.
3. **REPORTING.** A Soldier will report to duty station not later than 2400 on the last day of leave (*block 10b*) (*even if PCS orders contain a later reporting date*).
4. **DEPARTURE/RETURN.** A Soldier will begin and end leave on post, at the duty location, or from the place he or she regularly commutes to work.
5. **CHARGEABLE LEAVE.** If a Soldier works over one-half of the normally scheduled working hours on the day of his or her departure or return, that day is not a chargeable leave day. (*Soldier's commander may authorize early departure or late arrival.*) If he or she returns on a normally scheduled nonduty day, that day is not chargeable to leave.
6. **TRAVEL EXPENSES.** A Soldier on leave pays for all his or her travel expenses, to include return to duty station. He or she must have sufficient funds to pay all expenses. A Soldier without sufficient funds to return to duty station reports to the nearest military installation.
7. **LEAVE EXTENSIONS.** A Soldier must request leave extension prior to end of leave.
 - a. If disapproved, 3 above applies.
 - b. If approved, complete block 15a - 15c. Attach written notification of extension when received.
8. **LOST OR DESTROYED LEAVE FORM EN ROUTE PCS.** Request a reconstructed form from the losing station. Continue with required travel and reporting dates.
9. **CASUAL PAY.** A Soldier who needs a casual pay while on leave should contact the servicing FAO for information and assistance.
10. **MEDICAL TREATMENT.**
 - a. A Soldier who requires medical treatment while on leave, report to the nearest military medical facility. the absence of such a facility, report to a uniformed services treatment facility or Veteran's Administration facility, if possible.
 - b. Medical treatment at Government expense at other than federal facilities is authorized only for emergencies when treatment cannot be obtained from Government facilities or when prior approval is obtained.
 - c. If a Soldier becomes hospitalized by a civilian physician, the Soldier or someone acting for him or her contact the Patient Administration Office of the nearest military medical facility as soon as possible. A Soldier may seek assistance from the nearest U.S. Army recruiting station or local chapter of the American Red Cross. Information provided must include nature of illness or injury, date and place of hospitalization, and name and telephone number of attending physician.
 - d. If a Soldier is placed sick-in-quarters by a civilian physician he or she will
 - (1) Contact the Patient Administration Office of the nearest military medical facility.
 - (2) Obtain written statement from attending physician (*military or civilian*) verifying condition and including dates of treatment. Provide statement to leave approving authority upon return to duty.

PCS Advance Request Form

(Privacy Act: Authority: AR 37-106, chapter 5 Purpose: To obtain information about individual's travel. Uses: Posting information to IATS/ DD 1588/Computation of advance travel. Disclosure: Mandatory. Will be denied payment if failure to provide information requested.)

For prompt payment of your advance please complete this form at least ten working days prior to sign out date. All travel advances are paid @ 80% with the money being direct deposited into your current military pay account approximately five days prior to your sign out date. There are NO cash or check payments.

Name: _____ SSN: _____ Sign Out Date: _____

Rank: _____ Present Unit: _____ Daytime Phone #: _____

Leave or home of record address: Street _____

(No local or unit addresses, please)

City, ST, Zip _____

(NOTE: Please, no foreign address)

Spouse's name _____

Date of Marriage _____

Is Spouse Military _____

Please list NAME and Date of Birth (day, month, year) of children traveling with you:

NAME _____	DOB _____	NAME _____	DOB _____
NAME _____	DOB _____	NAME _____	DOB _____
NAME _____	DOB _____	NAME _____	DOB _____

PLEASE READ AND COMPLETE ONLY SPACES THAT IS APPLICABLE TO YOUR PCS MOVE.

1.) Are you requesting an advance for your travel _____

Is any of your travel going to be by POV? _____

If yes, then POV travel is from (City,ST) _____ To (City, ST) _____

If traveling to overseas or traveling by other than POV travel:

Are you buying your own ticket _____ Cost \$ _____ or are your tickets being issued to you _____

Ticket you purchased is from (City, ST) _____ To (City, ST, Country) _____

Issued tickets are from (City, ST) _____ To (City, St or Country) _____

2) Are your dependents relocating? _____ What date? _____

Are you requesting an advance for your dependent travel _____

Is any of their travel by POV? _____ If yes, number of POVs used for this PCS move _____

Their POV travel is from (City, ST) _____ To (City,ST) _____

If dependents are traveling to overseas or are traveling by other than POV travel:

Are you buying your dependents tickets _____ Cost \$ _____ or are they being issued to you _____

Tickets you purchased are from (City, ST) _____ to (City,ST or Country) _____

Issued tickets are from (City, ST) _____ to (City, St or Country) _____

3) Are you requesting an advance for Dislocation Allowance (DLA) _____

(No advance DLA authorized, for married soldier w/deferred travel for dependents or if your family will not relocate within 60 days. No advance DLA will be given for single service members E-6 and below who will not be residing off post at the new duty station. Service Members must have a Statement of Non-Availability from housing office at gaining station to reside off post.)

4.) Are you requesting advance for a DITY move (Needs DD Form 2278) _____

5.) TDY(enroute) Lodging daily cost _____ Meals Govt. _____ Comm _____

Soldier's Signature _____ DATE _____

Finance Clerk Signature _____ DATE _____

ADVANCE PAY CERTIFICATION/AUTHORIZATION

Privacy Act Statement

AUTHORITY: 37 U.S.C. 1006 et seq; E.O. 9397 November 1943 (SSN).

PRINCIPAL PURPOSES: To document a member's request for, and subsequent authorization of, an advance of pay to meet extraordinary expenses incident to a PCS move. It is also used to inform the member of the purposes and restrictions of such advances, and to establish repayment schedules.

ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and Reserve component pay systems and is subject to all of the routine disclosures which are more fully described in Service regulations. Routine recipients of JUMPS disclosures include, but are not limited to, Red Cross, State and local government for tax and welfare purposes.

DISCLOSURE: Voluntary; however, failure to provide the SSN will result in denial of payment since it is used to identify you for pay purposes.

PART I. REQUEST

1. NAME (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. GRADE
4. I REQUEST:		5. I REQUEST A REPAYMENT SCHEDULE OF:	
a. ONE MONTH ADVANCE PAY (See Policy Guidance on reverse.)	b. MORE THAN 1 MONTH BUT LESS THAN 3 MONTHS BASIC PAY LESS DEDUCTIONS (Parts II and V must be completed.) (Specify amount)	a. 12 MONTHS OR LESS (Specify number of months)	b. 13 - 24 MONTHS (Parts III and V must be completed regardless of pay grade. NOTE: Repayment schedule cannot exceed member's date of separation.) (Specify number of months)
\$		6. I REQUEST PAYMENT OF THE ADVANCE PAY:	
		a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS.	
		b. 31 - 90 DAYS BEFORE MY PCS (Parts II and V must be completed.)	
		c. 61 - 180 DAYS AFTER ARRIVAL AT MY PDS (Parts II and V must be completed.)	

PART II. CERTIFICATION OF EXPENSES (Actual or Anticipated) (Continue in Item 23 on reverse if necessary.)

7. EXPENSE	8. AMOUNT	10. EXPLANATION OF THE CIRCUMSTANCES WHERE GREATER-THAN-NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY (Up to 90 days before and 180 days after).
a.	\$	
b.	\$	
c.	\$	
d.	\$	
e.	\$	
f.	\$	
9. TOTAL	\$ 0.00	

PART III. JUSTIFICATION FOR MORE THAN 12 MONTHS PAYBACK (Justification must demonstrate that severe hardship would result if the advance is paid back in 12 months)

11. NO. OF DEPENDENTS	12. LIST SPECIFICS OF YOUR FINANCIAL SITUATION, INCLUDING OUTSTANDING DEBTS AND MONTHLY PAYMENT AMOUNTS THAT INDICATE A SEVERE HARDSHIP IN REPAYING THE ADVANCE IN THE NORMAL 12-MONTH TIME PERIOD (Continue in Item 23 on reverse if necessary.)
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PART IV. MEMBER CERTIFICATION

Penalty: The penalty for willfully making a false claim/statement is a maximum of \$10,000 or maximum imprisonment of five years, or both (U.S. Code, Title 18, Section 287).

If I am separated prior to my ETS, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me.

I have read and understood the policy on advance pay incident to a PCS contained on the reverse of this form. I hereby certify that the intended use of these funds meets the stated purpose. I have attached one copy of my PCS orders or assignment notification.

13. SIGNATURE	14. DATE (YYMMDD)
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PART V. APPROVAL OF MEMBER'S COMMANDER

15. I HEREBY APPROVE THIS REQUEST FOR ADVANCE PAY OF:		16. WITH LIQUIDATION OVER:		17. AND PAYMENT OF THIS ADVANCE:	
a. ONE MONTH BASIC PAY LESS DEDUCTIONS	b. AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS (Specify amount) \$	a. 12 MONTHS OR LESS (Specify number of months)	b. 13 - 24 MONTHS (Specify number of months)	a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PDS	b. NOT PRIOR TO _____ (date) WHICH IS 31 - 90 DAYS BEFORE PCS
				c. 61 - 180 DAYS AFTER REPORTING TO NEW PDS	
18. APPROVING OFFICIAL NAME (Last, First, Middle Initial)			19. SIGNATURE OF OFFICIAL		
20. TITLE		21. GRADE		22. DATE (YYMMDD)	

23. REMARKS

POLICY GUIDANCE

The purpose of an advance of pay incident to PCS is to provide a Servicemember with funds to meet the extraordinary expenses of a Government-ordered relocation, per DODPM Part 4.

An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements if such advances are used. The Servicemember may be authorized an advance of pay to the extent that incurred or anticipated expenses exceed those covered by the following advances or reimbursements, or are outside the scope of those entitlements:

- a. Overseas station housing allowance;
- b. Servicemember and/or dependent travel allowances and per diem;
- c. Dislocation allowance;
- d. Basic allowance for quarters and/or variable housing allowance.

An advance of pay for a PCS move in the same geographic area of a Servicemember's prior duty station, or place from which ordered to active duty, is only authorized when the Servicemember moves his/her household effects at Government expense. Proof of HHG shipment is required before advance pay for PCS moves in the same geographic area is paid.

An advance is not intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the Servicemember's PCS orders. Except under extraordinary conditions, an advance pay must be repaid before an advance for a subsequent PCS may be paid.

Servicemembers should consult appropriate Service regulations concerning grade levels requiring Commander's approval of a PCS advance that does not exceed 1 month's pay.

AIR FORCE MEMBERS ONLY: E4/SRA and below must have Commander's approval for all PCS advance pay payments.